

Approved Minutes
Steering Committee Meeting
Thursday, November 7, 2019 from 2:00 p.m. to 3:30 p.m.
Waterbury State Office Complex, Cherry C Conference Room
280 State Drive, Waterbury, VT 05671

Meeting called by:

Sarah Launderville, Chair, called the meeting to order at 2:07 p.m.

Members Present:

- 1) Sherrie Brunelle, Chair, P & P Committee
- 2) Diane Dalmasse, Director, Division of Vocational Rehabilitation
- 3) Marlena Hughes, Chair, PR Committee
- 4) Sarah Launderville, SRC Chair
- 5) Sam Liss, Chair, AOE Committee
- 6) Brian Smith, SRC Vice Chair

Members Absent:

None

SRC Liaison:

James Smith

SRC Coordinator:

Debra Kobus

Interpreters:

None

Speakers or Presenters:

None

Guests:

1) Introductions (Sarah Launderville)

Discussion:

Those in attendance went around the table and introduced themselves.

Conclusions:

Thanks to everyone!

Action Items, Person Responsible, Deadline:

None.

2) Approval of Agenda (Sarah Launderville)

Discussion:

Sarah asked for any proposed additions or changes to the agenda. There were none. Sherrie moved to accept the agenda and it was seconded. No further discussion. All approved. Vote unanimous 5-0-0

Conclusions:

Motion passes: today's agenda accepted.

Action Items, Person Responsible, Deadline:

None.

3) Open for Public Comment (Brian Smith)

Discussion:

No one from the public was present.

Conclusions:

n/a

Action Items, Person Responsible, Deadline:

None

4) Approval of Minutes for September 5, 2019 (Sarah Launderville)

Discussion:

Sarah asked for any proposed changes or amendments to the September 5, 2019 minutes. Sam moved to approve the minutes and it was seconded. No discussion. All approved. Vote unanimous 5-0-0

Conclusions:

September 5, 2019 minutes were approved.

Action Items, Person Responsible, Deadline:

Upload approved minutes to SRC website. **Debra Kobus**, November 12, 2019

5) Miscellaneous

Discussion:

- a) Debra provided an update regarding the status of new SRC appointments, reappointments, and terminations and the status of subcommittee memberships. The committee discussed how we can get better attendance at subcommittee meetings such as improving orientation, offer more support, assigning roles at the start of a meeting, and asking members for input before shifting from one agenda item to another.
- b) Debra brought to the committee's attention a recent email from Sherry Taylor, National Coalition of State Rehabilitation Councils (NCSRC) Vice President, about a **2019 Guidebook for SRC Chairpersons, Members and Administrators** that was recently compiled and distributed by the NCSRC. Debra suggested distributing to members as well as posting to the SRC website. All agreed.

Conclusions:

See above.

Action Items, Person Responsible, Deadline:

- 1) Debra to send out and post to the SRC website the newly compiled 2019 Guidebook for SRC Chairs, Members and Administrators, **Debra Kobus**, 11/12/19.

6) Agenda Discussion for December 5, 2019 Full SRC Meeting (Group)

- 1) Introductions
- 2) Approval of Agenda
- 3) Open for Public Comment
- 4) a. Approval of Minutes – June 6, 2019 Full SRC
b. Approval of Annual Retreat Report – October 3, 2019
- 5) Consent Agenda – Approved Committee Minutes & Coordinator's Report
- 6) Committee Chair Updates (5 minutes each with no written reports)
- 7) Director's Report
- 8) VR Regional Managers' Updates (**Cindy Sequin and Bill Sugarman on schedule**)
- 9) Break
- 10) **Presentation/Small Group Breakout/Discussion:**
The State Plan with a focus on its Goals and Priorities: Open up the PR Committee, which is held prior to the Full SRC meeting on December 5, to those who want to attend an in-depth data discussion of the State Plan so folks have the opportunity to jump in if they want to. In the afternoon, do a quick overview of what the State Plan is, its Goals and Priorities, and then break out into small groups with one PR member in each group determining

whether the goals and priorities are still relevant, what needs improvement, what we can do away with.

- **20 minutes to present the State Plan and its Goals and Priorities**
- **40 minutes small group discussion (four groups)**
- **30 minutes to report back out**

11) Other Business

12) Round Table

13) Adjournment

Conclusions:

See above.

Action Items, Person Responsible, Deadline:

- 1) Send reminder to James about The State Plan Goals and Priorities to be included in meeting packet sent out 10 days prior to December 5, 2019 Full SRC Meeting, **Debra Kobus**, November 13, 2019.
- 2) Send out notice to all SRC members about the opportunity to attend the PR Committee meeting on December 5, 2019 to hear and participate in the State Plan discussion, **Sarah Launderville**, November 15, 2019.
- 3) Send draft of the State Plan's Goals and Priorities to Debra for inclusion in the 12/5/19 meeting packet to be sent out no later than November 25, **James Smith**, 11/22/19.

7) Other Business (Sarah Launderville)

Discussion:

- 1) Disability Awareness Day is set for March 12, 2020. If interested, please check with VCDR.
- 2) Agenda item for January 2, 2020 Steering Committee Meeting – Plan out presentations for 2020 on:
 - February 5, 2020
 - April 2, 2020
 - June 4, 2020
 - December 2, 2020

Conclusions:

See above.

Action Items, Person Responsible, Deadline:

- 1) Committee chairs determine items they might want presented to the Full SRC in 2020, **Committee Chairs**, January 2, 2020

8) Adjournment (Sarah Launderville)

Discussion:

Sarah asked if there was a motion to adjourn. Sherrie moved to adjourn, and it was seconded. No further discussion. All approved. Vote unanimous 5-0-0

Conclusions:

Motion to adjourn approved at 3:26 p.m.

Action Items, Person Responsible, Deadline:

- Draft minutes uploaded to SRC website, **Debra Kobus**, 11/12/19
- Draft minutes emailed to Committee members, **Debra Kobus**, 11/12/19
- Minutes approved, **Committee**, 1/2/2020
- Approved minutes uploaded to website, **SRC Coordinator**, 1/7/2020

Parking Lot/Items Forward:

- 1) Invite 2-3 VR Counselors to share successes/challenges and the story behind them; illustrate some of the challenges (i.e. criminal history, substance abuse, housing, etc.) as it would give us some understanding where additional advocacy could be created. From 10/10/18 PR.
- 2) New member training.
- 3) We could have a couple of counselors come in the fall to let the SRC know how Career Pathways is going. From 6/7/18 Full SRC Meeting.
- 4) Diane suggested that a future Full SRC Meeting Tara Howe should be invited to go over the new Transition Team Performance Measures in detail. From 6/7/18 Full SRC Meeting.
- 5) Diane suggests a presentation on a district project lead meeting on what's working well enough to expand. Possibly April or June 2019. From 1/3/19 Steering.
- 6) A presentation on Creative Workforce Solutions (CWS) to the Full SRC. From 2/7/19 Full SRC.
- 7) Invite Nat Piper, Mature Worker Program, to attend a Full SRC meeting and do a presentation. From 3/7/19.
- 8) AOE Dashboard Presentation. Possibly June 2019. From 3/7/19 Steering.
- 9) EAP Presentation. From 3/7/19 Steering.
- 10) Linking Learning to Careers Update (Full SRC in the Fall). From 5/2/19 Steering.
- 11) Invite Tom Hamilton on the interface between independent living and employment for the SRC to learn more about what SILC does. In addition, Sam Liss and others who are SILC members and also serve on the SRC should prepare to identify areas that overlap for February 2020 Full SRC Meeting. From 11/7/19 Steering.
- 12) Invite John Spinney on equal education. From 11/7/19 Steering.